

September 19, 2022

Dear Kisha Coleman,

We are pleased to offer you the position of Special Education Paraprofessional with Athlos Academy of Jefferson Parish commencing on September 21, 2022 contingent upon successful completion of your background check and all new employee paperwork by start date, and the terms and conditions set forth in this offer letter. Please read this carefully. If you choose to accept employment with Athlos Academy of Jefferson Parish, sign where indicated.

#### WORK SCHEDULE

In this position, you are expected to work 184 days as an exempt employee, between your employment commencement date and May 24, 2023 (see the attached reporting calendar). While it is anticipated that you will be employed in this position until May 24, 2023, this offer is for employment at-will, meaning either party may end the employment relationship at any time, for any reason or no reason at all. (There are 147 reporting days remaining from your employment commencement date to year's end.)

#### PAYMENT

You will be paid an annual salary of \$23,252 (prorated to \$18,576.33 based on start date). In accordance with its regular payroll schedule, AAJP will pay your salary in approximately equal installments twice per month over 24 pay periods annually.

All compensation provided to you by Athlos Academy of Jefferson Parish shall be subject to applicable payroll taxes and withholdings in accordance with federal, state and local law.

#### BENEFITS

You may be eligible for certain benefits provided by Athlos Academy of Jefferson Parish. Please consult the Benefits Summary for further information on contribution amounts and benefit design.

All employee wages and benefits are subject to periodic company review and are subject to change. Your employment with Athlos is at-will, meaning either party may end the employment relationship at any time with or without cause. Nothing in this offer, including the timing and method of your wage payments, nor anything else, shall have the effect of establishing an employment arrangement or contract between you and Athlos for a specific term. Similarly, nothing in this offer nor elsewhere other than in a writing signed by the Principal shall establish any presumption of continuing employment. Athlos may require the signing of a confidentiality, non-Disclosure, and non-compete Agreement.

This offer is contingent upon completing a background check, governing board approval, and verification of licensure (if necessary and applicable).

[For Teachers] This offer is contingent upon completing a background check and Governing Board approval. It is also a condition of this offer that you maintain a valid teaching license or make progress toward earning or renewing your teaching license during the 2022-2023 school year.

If you decide to accept the terms of this offer letter with Athlos Academy of Jefferson Parish, please sign below and provide this letter to [hr@athlosjp.org](mailto:hr@athlosjp.org) no later than one week beyond the date noted at the top of this letter.

Sincerely,

Cheryl Martin, Principal

*kisha l. coleman*  
[kisha l. coleman \(Sep 20, 2022 10:09 PDT\)](#)

Sep 20, 2022

Employee Signature

Date

*Cheryl L. Martin*  
[Cheryl L. Martin \(Sep 25, 2022 10:19 CDT\)](#)

Sep 25, 2022

Executive Director

Date

Years of Experience: 0

Highest Level of Education:  
Bachelor's Degree